

Contract Management System Signing an Online Claim – Step 3

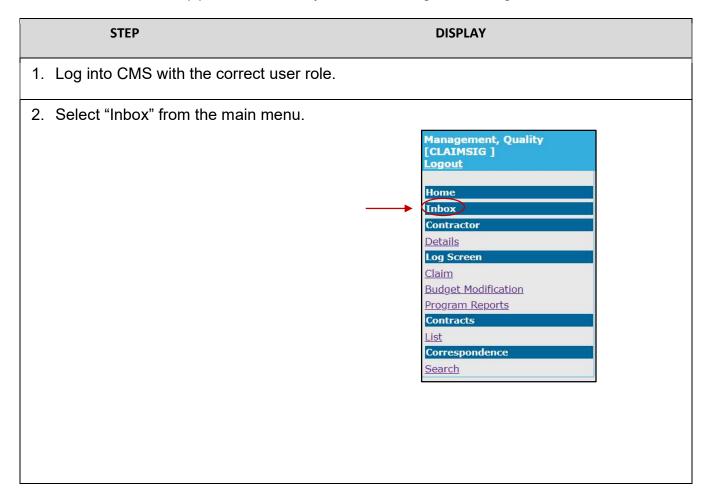
This document provides step-by-step instructions on how to sign an online claim in the Contract Management System (CMS).

Online claims must be signed by an individual within your organization that has the legal authority to submit a claim on behalf of your organization.

In CMS, the CLAIMSIG serves as the designated signatory.



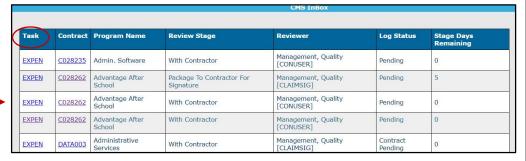
At any time, if there are issues that prevent you from signing the claim, select "Decline", correct the issue(s) and/or contact your OCFS Program Manager for further assistance.



Date created: 09/06/22



3. Select "EXPEN" from the "Task" column to review the details of the claim.



4. Select "Run Edit". CMS will check the claim for calculation errors and/or rule violations.





If errors or rule violations are found, you must correct the issue(s) and/or contact your OCFS program manager for further assistance. Once corrections are made, you will need to select "Run Edit" again.

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5. If <u>no</u> errors or rule violations are found, a certification statement will appear on the Certification: Select I certify that the above information is just, true and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program. I am aware that any advance received prior to this expenditure will be recouped in accordance with my signed contract document. "Accept" and then select "Process". O Accept Decline Run Edit Print Claim History | Claim Details | Correspondence | Upload Claim Documents | Log Program Report | Program Reports | 6. You have now signed your claim. An electronic signature and date will appear along with a message "Process Operation Successful" in the top right corner. Process operation successful \$10,000.00 \$110.00 \$0.00 8.890.00 \$0.00 \$0.00 Fringe Benefits \$0.00 \$0.00 \$0.00 \$0.00 Subtotal \$10,000.00 \$110.00 \$0.00 \$1,000.0 \$1,110.00 \$8,890.00 Non-Personal Services Contractual/Consultant \$0.00 \$0.00 0.00 0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00 Travel/Per Diem \$0.00 \$0.00 0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00 \$0.00 \$0.00 \$0.00 0.00 Supplies \$0.00 \$0.00 0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$100.00 Subtotal \$0.00 (\$100.00) \$0.00 \$100.00 \$100.00 Total \$10,000.00 \$210.00 1000.00 \$0.00 \$1,000.00 \$1,210.00 \$8,790.00 Electronically Signed by: 02/14/2023 Claim History | Claim Details | Correspondence |

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